



QUALIFIED. REGISTERED. ACCOUNTABLE.

# **APPLIED SCIENCE TECHNOLOGISTS AND TECHNICIANS OF BRITISH COLUMBIA**

## **BOARD OF EXAMINERS POLICY**

September 26, 2013

## **PREFACE**

This policy was approved by the ASTTBC Council on September 26, 2013 and is issued to the Board of Examiners (BoE) to serve as the policy, procedures and criteria for setting certification standards and processing applications for certification and registration.

This revision of the BoE Policy supersedes all previous revisions approved by ASTTBC Council.

## **DISCLAIMER**

ASTTBC Directors, employees, officers, volunteers and the duly appointed members of the Board of Examiners (BoE) are responsible for administering the policy and procedures. Granting of ASTTBC certification and registration to an individual infers that the individual has satisfied the requirements and minimum standards described in this policy.

ASTTBC does not accept liability for any errors or omissions that may arise as a result of the services or work performed by an individual certified and registered with ASTTBC or for the consequences of any actions taken by members and registrants and no legal proceeding for damages may be commenced or maintained against the Directors, employees, officers or volunteers of the association because of anything done or omitted in the performance or intended performance of any duty under the ASTT Act, or in the exercise or intended exercise of any power under that Act.

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## 1.0 PURPOSE AND COMPOSITION

### 1.1 Purpose

- 1.1.1 The BoE is established by Council of ASTTBC for the purpose of examining and approving candidates for membership as governed by the ASTTBC Act and Regulations made under the Act.
- 1.1.2 All policies of the BoE shall be approved annually by Council.
- 1.1.3 Nothing in these policies shall be construed or is intended as being in contravention of the Act or Regulations.
- 1.1.4 No action or policy of the BoE may contravene the Act or Regulations.

### 1.2 Composition

- 1.2.1 The BoE shall consist of a Chair and a minimum of eight individuals appointed annually by Council. The members of the BoE should have experience commensurate with their appointment and the composition should be representative of the ASTTBC disciplines.
- 1.2.2 Members of the Board will be recruited and appointed in accordance with the ASTTBC Guidelines on the Terms of Office for Board Members presented in Appendix 1.
- 1.2.3 The Registrar shall act as Secretary to the BoE and is responsible for the proper and appropriate application of the policy by the Board.

### 1.3 Responsibilities

- 1.3.1 The BoE shall consider applications for the registration of applicants as members and may with reasonable discretion:
  - a. Approve the registration
  - b. Refuse the registration
  - c. Defer the approval of registration until it is satisfied that the applicant has complied with a requirement made under this section
- 1.3.2 The BoE may, at its exclusive discretion, require an applicant for registration:
  - a. To pass one or more examinations set by the Board
  - b. To show evidence of having the competencies requested by and satisfactory to the BoE
  - c. To substantiate their application for certification in any other reasonable manner as requested by the BoE
- 1.3.3 The BoE shall send a written notice of any decision made by it under the Act and Regulations to the applicant. If the decision made by the BoE is to refuse or defer registration of the applicant, reasons for the decision shall be given in writing to the applicant.

- 1.3.4 The BoE shall establish and implement policies and procedures relating to:
  - a. Registration under the Act
  - b. Using Prior Learning Assessment and Recognition (PLAR) methods and / or examinations to determine education equivalence or mastery of competencies
  - c. Classifications of membership
  - d. Other relevant matters as may be referred to the BoE by Council
  - e. Annually review BoE policies, methods and practices and recommend any changes to Council
- 1.3.5 To meet its obligations, the BoE shall have the power to appoint File Reviewers to evaluate applications for certification in the various disciplines and classifications. Three sets of standards or criteria are used to assess the competencies of an applicant:
  - a. The National Technology Benchmarks (NTBs) describing the general and discipline-specific technical competencies
  - b. Workplace and Community Integration Competencies (Appendix 2)
  - c. Hierarchy of Work Experience Levels (Appendix 3)
- 1.3.6 The BoE is responsible for ensuring the quality, consistency and timeliness of evaluations and recommendations made by BoE File Reviewers.

## **1.4 Meetings and Quorum**

- 1.4.1 The Board of Examiners shall meet at such times and at such places as the Chair may deem necessary.
- 1.4.2 Six members of the Board of Examiners shall constitute a quorum.
- 1.4.3 Participating in the meeting by teleconference or other means has equal status to being onsite in the meeting room.
- 1.4.4 Decisions of the BoE shall require a two-thirds majority.
- 1.4.5 The BoE may request File Reviewers to attend a Board meeting.
- 1.4.6 File Reviewers attending a Board meeting do not have voting rights.
- 1.4.7 Members of the BoE are required to advise the Chair if unable to attend a meeting.

## **1.5 Expenses**

The Registrar may authorize reimbursement of reasonable costs for necessary travel, subsistence and meeting expenses incurred by BoE members and File Reviewers on ASTTBC business.

## 2.0 MEMBERSHIP CLASSIFICATIONS AND CRITERIA

A registered member is a person who has achieved the required minimum standards of certification and who practices in an ASTTBC recognized discipline as described in Appendix 5.

### 2.1 Certification Categories

Upon certification by the BoE, the applicant shall be registered in one of the following membership classifications:

#### (1) Applied Science Technologist (AScT)

To be certified as an AScT, an applicant must have:

- a. Secondary school diploma or equivalent; and
- b. Successful completion of a two or three-year diploma of Technology from a post-secondary education institution; or
- c. Presentation of a detailed portfolio of Prior Learning Assessment and Recognition (PLAR) describing achievement of the equivalent education required to be an AScT; or
- d. Documented achievement of the National Technology Benchmarks competencies for the requested discipline as a Technologist; and
- e. Documented achievement of Workplace and Community Integration Competencies; and
- f. Successful completion of the ASTTBC Professional Practice and Ethics (PP&E) training program and examination; and
- g. Completion of two years (4,000 hours) progressive, relevant work experience of which a minimum of one year (2,000 hours) must be at technologist level 3 or higher as defined in the ASTTBC hierarchy of work experience presented in Appendix 3.

#### (2) Certified Technician (CTech)

To be certified as a CTech an applicant must have:

- a. Secondary school diploma or equivalent; and
- b. Successful completion of a one or two year Certificate of Technology program from a post-secondary education institution; or
- c. Presentation of a detailed portfolio of Prior Learning Assessment and Recognition (PLAR) describing achievement of the equivalent education required to be a CTech; or
- d. Documented achievement of the National Technology Benchmarks competencies for the requested discipline as a Technician; and
- e. Documented achievement of Workplace and Community Integration Competencies; and

- f. Successful completion of the ASTTBC Professional Practice and Ethics (PP&E) training program and examination; and
- g. Completion of two years (4,000 hours) progressive relevant work experience of which a minimum of one year (2,000 hours) must be at level 2 or higher as defined in the ASTTBC Hierarchy of Work Experience Levels (Appendix 3).

**(3) Graduate Technologist (GradTech) and Graduate Technician (GradTech)**

A GradTech is an applicant who has:

- a. Graduated from an accredited education program,
- b. Requested membership with ASTTBC, and
- c. Does not have the work experience or Workplace and Community Integration Competencies required for certification as an AScT or a CTech.
- d. A maximum of five years as a GradTech before reclassifying as an AScT or CTech following which in the sixth year, the GradTech status will change to Associate
- e. GradTech members are not eligible to request or to use a stamp, enroll in the ASTTBC-organized errors and omissions insurance, or transfer membership to another province.

**(4) Student**

- a. A Student Member is a person approved by the Board of Examiners, who is enrolled in a program of studies approved by the Board of Examiners, but has not completed the full requirements for registration as an Associate or Graduate Member.
- b. Student members are not eligible to request or to use a stamp, enroll in the ASTTBC-organized errors and omissions insurance, or transfer membership to another province.

**(5) Provisional Membership**

- a. AScT (Provisional) and CTech (Provisional) are temporary designations awarded to Internationally Trained Professionals (ITP) whose applications have been reviewed by the BoE and all criteria have been achieved with the exception of the Workplace and Community Integration Competencies (Appendix 2) and / or the requirement to have work experience at the appropriate level (Appendix 3).
- b. Provisional members have a maximum of five years, from the date of first being notified of their Provisional status to achieve the required competencies and work experience at the specified level to reclassify to AScT or CTech.



- c. A provisional member may, at anytime during the five-year period, request the BoE, at no cost, to review her or his file to assess if the Workplace and Community Integration Competencies and the appropriate level of work experience have been achieved.
- d. AScT (Provisional) and CTech (Provisional) members are not eligible to request or to use a stamp, enroll in the ASTTBC-organized errors and omissions insurance, or transfer membership to another province.

**(6) Associate**

- a. Associate Member is a category granted to a person approved by the BoE when the education, training, or employment experience does not meet the minimum standards of certification.
- b. There is no limit on the length of time that a member may continue as an Associate.
- c. An Associate member may reclassify at any time by completing, at her or his cost, a new application for certification and registration.
- d. Associate members are not eligible to, request or use a stamp, enroll in the ASTTBC-organized errors and omissions insurance, or transfer membership to another province.

## **2.2 Special Membership Categories**

**(1) Honorary Member**

An honorary member recommended by Council is a person who has contributed to the development, advancement and welfare of applied science technology.

**(2) Life Member**

A Life Member is a certified member who has made an exceptional contribution to the Association and whose nomination is approved by Council.

**(3) Retired Member**

A Retired Member is defined as a member in good standing with ASTTBC, who has reached the age of 55 or older, and has decided to become non-practicing or to provide limited works and services per the ASTTBC Retirement Policy (See Appendix 4).

## **2.3 Amending the List of Disciplines**

Upon ASTTBC Council approval, changes in the list of recognized disciplines may be made through a written proposals providing substantive information on the following:

- a. Education qualifications and / or competencies
- b. A description of the nature of the work
- c. Typical job functions or descriptions

- d. A statement on the status of national recognition
- e. Number of potential applicants for membership
- f. Benefits to ASTTBC/Industry/Government/Society /Individual
- g. Technological Impact

## 3.0 ELIGIBILITY FOR MEMBERSHIP

### 3.1 General Requirements

The BoE shall approve the registration as a member, of a person who, to the satisfaction of the BoE:

- a. Completes and submits an application for certification and registration prescribed by the BoE
- b. Has Canadian citizenship or permanent residency in Canada, or has a valid working visa issued by the Government of Canada (Individuals in the process of applying to immigrate to Canada may apply for ASTTBC certification prior to arriving in BC through the Technology Registrations Canada (TRC) online application process. Certification and membership will be completed only when the applicant is in BC and all conditions have been achieved)
- c. Submits evidence that their education qualifications and work experience meet the competency requirements for certification in the selected discipline and classification
- d. Demonstrates good character and reputation

An applicant that has a criminal record is required to submit a confidential declaration to the Registrar or designate an explanation of the offence. If the offence is deemed to be inconsequential to the application the certification and registration process may continue. The confidential letter will remain in the applicant's file in a sealed envelope.

If the offence has consequences detrimental to the good character of the applicant the Registrar or their designate may choose to refer the matter to the Practice Review Board (PRB). The decision of the PRB will be given to the BoE Chair. If the BoE refuses to register an applicant with a criminal record the applicant must be so advised in writing.

### 3.2 Language Proficiency

English is the accepted working language in British Columbia and, as such, each applicant for certification and registration must demonstrate, to the satisfaction of the BoE, a reasonable command of the English language.

Reasonable command of English may be defined as achieving Level 7 of the Canadian Language Benchmarks. <http://www.language.ca/documents/CLBPT-Flyer-English-Final.pdf>

### **3.3 Education and Technical Competencies**

An applicant is eligible for membership, at the appropriate classification, when her or his documented education qualifications, technical competencies and work experience meet the certification requirements specified for the selected discipline. The National Technology Benchmarks form the basis of assessing education and technical competencies.

### **3.4 Workplace and Community Integration Competencies**

Work experience may include relevant work completed outside of Canada. To ensure personal and public health and safety, all applicants must document competencies attesting to knowledge of workplace and community laws, practices, standards, customs, codes and conditions applicable to the selected discipline. Demonstration of competencies described in Appendix 2 may be validated through:

- a. BoE approved references capable of objectively attesting to the competencies of the applicant or
- b. A completed log documenting achievement of the required competencies or
- c. An interview by BoE appointed representatives

### **3.5 Hierarchy of Work Experience Levels**

The duties and tasks included in the job description of technologists and technicians typically range from simple to complex. Similarly, there are various levels of responsibility and supervision. The complexity of duties and tasks assigned and the amount of supervision are indicators in a hierarchy of work experience.

ASTTBC uses 6 levels of work experience to distinguish between work typically done by technicians and that of technologists. The description of each level in the hierarchy is presented in Appendix 3.

## **4.0 CRITERIA FOR EVALUATING APPLICATIONS**

### **4.1 Competency-based Standards**

The BoE and appointed File Reviewers evaluate applications to determine if the applicant has achieved the minimum competencies as specified in three sets of standards:

- a. National Technology Benchmarks (NTB)
- b. Workplace and Community Integration Competencies
- c. ASTTBC Hierarchy of Work Experience Levels

Common to all standards are competency statements that include several indicators describing the observable and measurable characteristics as evidence that a competency has been achieved.

The description or declaration provided by the applicant must include one or more indicators for each competency. The applicant must provide details of when, where, how and why the competency indicators were achieved.

Reference to education, training or other forms of learning must be included in the application to substantiate the claimed competencies.

The instruments and verification methods used by BoE appointed File Reviewers to evaluate and application include but are not limited to:

- a. The process for verifying compliance to the NTB competencies is the File Reviewer and the BoE review of the application submitted through [www.technologyregistrationscanada.ca](http://www.technologyregistrationscanada.ca)
- b. Workplace and Community Integration Competencies are documented through an online logbook completed by the applicant and verified by her or his employer or other person(s) approved by the BoE.
- c. ASTTBC Hierarchy of Work Experience Levels is used to determine the appropriate level of the applicants' declared work history, current job description, or other evidence. Employer reference letters will support determination of the appropriate work experience level.

## **4.2 Documented Evidence of Education Qualifications**

The BoE shall recognize education qualifications that are documented and substantiated through evidence such as transcript of marks, diplomas and certificates. Original transcripts and certified copies of original certificates may require notarization or endorsement by a recognized professional.

The BoE, at its exclusive discretion may recognize sworn affidavits concerning documents that cannot be produced.

The applicant is responsible for costs incurred to obtain and submit the required documentation in English.

## **4.3 Prior Learning Assessment and Recognition (PLAR)**

- 4.3.1 Applicants are required to document where, when and how they achieved education equivalent to the certification requirements specified for certification.
- 4.3.2 An applicant requesting PLAR in lieu of formal education may prepare and submit a portfolio describing or demonstrating how the required equivalent learning was achieved.
- 4.3.3 An applicant may complete a PLAR process at a BoE approved post-secondary education provider in BC.

- 4.3.4 An applicant may submit samples of their work that conclusively demonstrates knowledge and skills substantially equivalent to what would be achieved through relevant courses or an education program.
- 4.3.5 The BoE may, at its discretion, require certification of the authenticity of such submissions by a registered professional.
- 4.3.6 The BoE reserves the right to conduct an on-site audit at a workplace identified by the applicant.
- 4.3.7 A written report and recommendations resulting from an on-site audit shall be submitted to the Chair of the BoE within 5 working days of the audit.
- 4.3.8 Applicants requesting PLAR may also submit evidence of being recognized as authorities in their field because they:
  - a. Have developed a successful business based on applied science and have worked extensively as a technology professional
  - b. Have written books, articles and through actions been widely regarded as authorities in their field
  - c. Have instructed in their discipline at a post-secondary education level over a protracted period
  - d. Have invented or developed special processes - clearly indicative of a technology professional
  - e. Hold a B.Sc. or similar qualification in a science, technology or related discipline
  - f. Have very extensive (minimum of 7 years) senior experience at an advanced level (ASTTBC Hierarchy of Work Experience level 5 or 6)
  - g. May exhibit other attributes demonstrating professional excellence acceptable to the BoE

#### **4.4 Structured Interviews**

The BoE may decide to appoint Board members, File Reviewers or other qualified ASTTBC members to interview an applicant. The purpose of the interview is for the applicant to provide additional information supporting their application or to respond to specific questions or conditions set by the BoE.

A written report and recommendations resulting from an interview shall be submitted to the Chair of the BoE within 3 working days of the interview. Guidelines for conducting interviews are provided in Appendix 7.

#### **4.5 Technical Report**

- 4.5.1 Certification as an AScT requires evidence of the applicant's competency to write a Technical Report or the successful completion of an education course on report writing acceptable to the BoE.

- 4.5.2 The guidelines for writing a technical report and the list of BoE approved education courses equivalent to a technical report are provided in Appendix 8.
- 4.5.3 Any technical report shall be accompanied by a solemn declaration of sole authorship with the understanding that they may be called upon for an interview to discuss the report with a file reviewer or members of the BoE.
- 4.5.4 A File Reviewer will evaluate the report using the Guidelines for Writing a Technical Report (Appendix 8).
- 4.5.5 If a technical report does not meet the minimum standards specified in the Guidelines for Writing a Technical Report, the BoE may require the applicant to revise and resubmit the report. The BoE may advise the candidate to select a new topic for an alternative submission.

#### **4.6 Third Party Validation of Information**

The BoE may select and request one or more third party individuals to confirm or validate information submitted by an applicant and or references named in the application. The BoE may decide to commission an on-site workplace audit of any applicant.

#### **4.7 Notification of Upgrading Requirements**

- 4.7.1 The BoE at the request of the applicant, or at the discretion of the BoE shall advise all applicants certified in CTech, Provisional, GradTech and Associate classifications the reclassification requirements to achieve the next higher level of classification.
- 4.7.2 Upgrading requirements set by the BoE shall remain valid until a revision of the relevant national standard is published or for a maximum of five years from the time the upgrading requirements were issued.
- 4.7.3 Applicants requesting reclassification six or more years after the BoE recommended upgrading requirements will be assessed based on the standards and criteria in place when the reclassification request is submitted.
- 4.7.4 An applicant seeking certification in another classification will be required to complete an application for reclassification

#### **4.8 Application in Abeyance**

An application will be put into abeyance if within 2 years of submitting payment of the application fee the applicant has failed to complete the application, submit required documentation, provide the names or provide the contact information of 3 references. The Registrar is required to notify affected applicants of the status of their file and permit a request for file reactivation, provided that the applicant satisfies the Registrar that the outstanding application requirements will be fulfilled within a period of six months.

Failure to notify the Registrar for an extension request, or to meet the six-month requirement, will result in the application being put into permanent abeyance. Files put into permanent abeyance will require an applicant to re-submit a new application should they wish to apply at a future time.

#### **4.9 Cancellation of Registration**

The BoE may cancel the registration of any member if the registration was made in error or by the false pretenses of the applicant or any party to the process.

### **5.0 WORK EXPERIENCE REQUIREMENTS**

#### **5.1 Minimum Experience**

The minimum work experience for certification as an ASCT or a CTech is two years (4,000 hours) of progressive work experience relevant to the discipline selected by the applicant. The BoE may request any applicant to substantiate or clarify their work experience through interview, on-site audit or through references acceptable to the BoE.

#### **5.2 Methods of Assessing Experience**

For certification as an ASCT, two years experience is required of which a minimum of one year is at Level 3 as defined by the ASTTBC Levels of Work Experience presented in Appendix 3. For certification as a CTech, two years experience is required of which a minimum of one year must be at Level 2.

#### **5.3 References**

- 5.3.1 Applicants should provide names, addresses and contact information of four persons in a position to assess the technical abilities, judgment, work accuracy, character, and professionalism of the applicant.
- 5.3.2 One of the four references should be the applicant's present supervisor.
- 5.3.3 The references should have adequate knowledge of the applicant in order to provide credible information including the approximate dates, duties and competencies of the applicant and the level at which the work is done.
- 5.3.4 ASTTBC will contact the references requesting them to complete an online reference form. Printed references may also be accepted.
- 5.3.5 References submitted to ASTTBC will be retained on the applicants file.
- 5.3.6 The references are not included in the documents provided to an applicant if a request to view the file is received.
- 5.3.7 The reference documents will be accessible by the BoE, File Reviewer and ASTTBC Registrations staff.

- 5.3.8 Three satisfactory references are required for the BoE to grant certification to the applicant.

## 5.4 References for Self-employed Applicants

- 5.4.1 If an applicant is working in an environment where there are no professionals to act as reference, the BoE may consider alternate sources as references. The applicant may provide the name and contact information for clients who can verify the work performed.
- 5.4.2 For the purpose of determining acceptable references, registered professionals may be used such as:
- a. An ASCT or CTech
  - b. BC Land Surveyor(BCLS)
  - c. Canada Lands Surveyor (CLS)
  - d. Professional Agrologist (PAg)
  - e. Professional Engineer or Geoscientist (PEng, PGeo)
  - f. Professional Quantity Surveyor (PQS)
  - g. Registered Architect (MAIBC)
  - h. Registered Forest Technologist (RFT)
  - i. Registered Professional Biologist (RPBio)
  - j. Registered Professional Forester (RPF)

The BoE may accept other references at its discretion.

## 6.0 TRANSFERS AND RECLASSIFICATION

### 6.1 Transfers under AIT or TILMA

In compliance with the provisions of Agreement on Internal Trade (AIT) and the Trade, Investment and Labour Mobility Agreement (TILMA) ASTTBC is obliged to certify and register applicants currently certified or registered or licensed in another jurisdiction in Canada. The Registrar is empowered by Council to administratively process all applications for transfer under AIT or TILMA.

#### 6.1.2 Transfer of Certified Members from Other Provinces to BC

The Association will accept for registration, applicants from other provincial associations in accordance with agreements approved by ASTTBC Council. Notwithstanding any agreement, no registration may contravene the Act or Regulations.

#### 6.1.3 Reciprocity Agreement with Other Organizations



The Association will accept applications in accordance with Agreements as may be approved by the Council of ASTTBC. Notwithstanding any agreement, no registration may contravene the Act or Regulations.

## **6.2 Registration in One Discipline**

An applicant will be registered in one approved discipline. Applicants with education, competencies and experience in more than one discipline are required to select the discipline that reflects their most current competencies.

Members may apply for and be granted a change in discipline provided they satisfy all the requirements for certification in the requested discipline.

## **6.3 Certification in a Discipline Different from Graduation Discipline**

An applicant or a member, who meets the education and competency requirements in one discipline but has work experience in another discipline, may be eligible for certification in the discipline of his or her experience.

In such situations, the BoE requires the applicant to submit a portfolio of describing how, when and where the competencies in the discipline of experience were achieved.

The BoE may request the applicant to submit a Technical Report in the discipline of his or her experience.

The Board may choose to interview the applicant as per the ASTTBC Guidelines for Conducting Interviews (Appendix 7).

## **6.4 Processing Student and GradTech Applications**

The Registrar will be responsible for compiling applications for student and Grad Tech membership. The Registrar will present the lists of new and cancelled Student and Grad Tech members to the BoE on a regular basis. The report will include the legal name, registration number, course, discipline, and school, college or institute.

## **6.5 Reclassification**

Members may apply for reclassification at any time by using the Technology Registrations Canada (TRC) online system. A BoE File Reviewer will refer to the previously recommended requirements for reclassification. The File Reviewer will evaluate any additional education, competencies and work experience declared by the applicant. Upon successful graduation of their education program, student members shall be reclassified to Graduate Technologist or Graduate Technician as appropriate. Upgrading programs recommended by the BoE are valid for five years and only if the applicant remains a member in good standing. Upon application for reinstatement the BoE will apply the most recent standards which may result in a different upgrading program.

## 7.0 APPEAL PROCESS

- 7.1 Within 30 days of notification of classification an applicant may request a second review of the file by an alternate File Reviewer.
- 7.2 An applicant whose application for registration has been refused by the BoE may, within 30 days of receiving a notice of refusal, request the ASTTBC Council to review the application by serving on the Registrar a written request for a review by the Council. The request must specify the reasons why the BoE should approve the application for certification.
- 7.3 Where an applicant or registrant has applied to Council to appeal a decision of the BoE, the Council may, in its sole discretion, decide either to deny the request to appeal or, alternatively, to grant the appeal in which case ASTTBC Council shall hear such appeal at a time of its choosing. The Registrar shall inform the applicant or registrant of the decision by the ASTTBC Council.
- 7.4 An appeal, including an application for leave to appeal, shall be commenced by a written notice of appeal that shall describe the decision appealed from and state the specific reasons for appeal and shall be served upon the Registrar not more than thirty (30) days after the date that the decision of the Board of Examiners was communicated to the investigated person.
- 7.5 In a timely manner the Council, on receiving a written notice of an appeal from the Registrar, shall have served on the applicant or registrant a notice of its willingness or not to hearing of an appeal (stating the date, time and place on and at which council will seek to hear the appeal).
- 7.6 Any member of Council who has participated in any way in the decisions of the Board of Examiners which gave rise to the decision being appealed shall not participate in any deliberations or in any appeal before Council.
- In a timely manner, Council on receiving a written notice of an appeal may do any or all of the following:
- a. Decide if an appeal is warranted and grant or deny leave to appeal as it sees
  - b. Make any adjournment of the proceedings
  - c. Refer the matter to an Appeals Committee for further consideration and a timely report, to be convened and conducted at the discretion of the Registrar
  - d. Receive further evidence in any manner it deems fit from and of the parties involved in the decision appeal
  - e. Make a decision that ought to have been made by the BoE
  - f. Quash, verify or confirm the decision of the Board of Examiners or substitute or make a decision of its own
- 7.7 An investigated person may appeal, on any questions of law, fact or both, from a decision or direction of the Council to the court at any time within thirty (30) clear days from the date of the decision or direction.

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## 8.0 REINSTATEMENT

ASTTBC members that have allowed their membership status lapse will be required to re-apply through the same process as any new applicant.

## 9.0 STORAGE OF NON-MEMBER FILES

- 9.1 The Registrar or designate shall maintain the complete file of all certified and registered members and Technical Specialist Registrants for as long as they are members in good standing.
- 9.2 The Registrar or designate shall retain for a period of seven years the electronic and / or paper file of members who were cancelled, resigned or deceased.
- 9.3 At the eighth year anniversary of members who were cancelled, resigned or deceased the Registrar or Designate will remove and permanently destroy all information from the paper file except for the following:
- Application forms
  - Board of Examiners Review forms
  - Registrar' s letters of acceptance
  - Registrar's letters regarding the cancellation of membership
  - Any other significant correspondence
- 9.4 The Registrar or Designate will place such files into long-term storage and; (a) will destroy all Student, Graduate Technologist, Graduate Technician and Associate files 3 months from the date the member is cancelled, resigned or deceased.
- 9.5 Ensure all historic information regarding name, address, classification, discipline and education shall be stored in electronic media.
- 9.6 ASTTBC accepts accurate electronic representation of any document as being legal.

## 10.0 FREEDOM OF INFORMATION PROTECTION OF PRIVACY

- 10.1 Applicant's files are treated as confidential. Access to electronic and / or printed documents in an applicant's files is privileged to ASTTBC Registration Staff, members of the BoE and File Reviewers assigned to assess the application. In exceptional circumstances with the authorization of the Registrar the file may be disclosed to parties as stipulated in the FOIPPA regulation.
- 10.2 An applicant, or member, may apply to the Registrar for an appointment to view her or his file (excluding references) during regular office hours. If the request to view a file is refused, the person requesting to see the file has 30 days to submit a written appeal to the ASTTBC Council.

## 11.0 CONFIDENTIALITY AGREEMENT

All members of the ASTTBC BoE and File Reviewers are required to sign and abide by a confidentiality agreement as shown in Appendix 6.

## 12.0 RECORDING THE NAMES OF ANY BOARD MEMBERS

- 12.1 The minutes will show the name and time that a Board member requests to abstain from discussion, leave or return to the meeting.
- 12.2 If the temporary absence or early departure of a Board member results in loss of quorum the decisions made by the Board members present must be ratified by special vote on the motion by e-mail.

## 13.0 REQUIREMENT FOR PROFESSIONAL PRACTICE EXAMS

All existing members who have not completed a professional practice examination in the past, must complete either the ASTTBC Ethics Examination and/or Canadian Technology Human Resources Board – Professionalism in Practice Module; or whatever form of professional practice examination is required at the time when these members or registrants;

- a. Apply for Reinstatement
- b. Apply for Reclassification
- c. Apply to change or add a Discipline or Category of Registration
- d. Transfer from another provincial association for engineering technology and applied science technologists and technicians and , if they did not complete a professional practice examination in the other jurisdiction

## 14.0 APEGBC – ASTTBC TRANSFER OF APPLICATION FILES

An arrangement with APEGBC exists whereby APEGBC and ASTTBC may choose to exchange membership application files were approved by Council. The circumstance where this may occur is when either Association has opened a file and then realizes that the applicant could perhaps be best suited to the other Association. This would only happen, however, with the written consent of the Applicant. ASTTBC will waive the application fee for any applicants from APEGBC, on the basis that the fee was already paid to APEGBC.

## **15.0 NAMES USED IN THE REGISTER OF MEMBERS**

Upon written request of a member in good standing, the Register of Members shall indicate the member's preferred first (given) name in lieu of their legal first name.

The name appearing on the certificate must be the full legal given and family name as it appears on the passport or other official document issued by a provincial or federal government of Canada authority.

## APPENDIXES:

### Appendix 1: ASTTBC Guidelines for the Terms of Office for Board Members

1. The duration of one Term of Office for a Board member is three consecutive calendar years.
2. Volunteers will be recruited and invited to participate on a Board for one term.
3. A second consecutive term of three years on the same Board may be possible upon the recommendation of the relevant Board and approval of the Council.
4. A Board member is generally limited to serving concurrently on one Board. Any member seeking or requested to serve on more than one Board concurrently may do so upon the recommendation of the relevant Boards and the approval of Council. This limitation does not apply to institutional representatives, observers and special appointments by Council.
5. To ensure continuity and consistency of Board functions the end of term for Board members having served either one or two consecutive Terms will be December 31.
6. Each year at the January Council meeting new Board members will be appointed to replace the members that have completed their term(s) of office.
7. A transition period (2014 to 2016) will be required to fully implement the revised Terms of Office guidelines. During the transition, Boards will recommend end of term for one third of their Board members with the most years of consecutive service on the Board.
8. The Term of Office of a Board Member absent for 3 consecutive meetings in a calendar year will end on December 31 of the year in which the absences were recorded.
9. Attendance at Board meetings may be in person, by teleconference or by other electronic means.
10. Implementation of the revised policy will be effective upon Council approval.

## **Appendix 2: Workplace and Community Integration Competencies**

### **1. English language communication skills**

- a. Comprehend verbal communication in English
- b. Verbally describe in English various conditions and provide instructions
- c. Write field notes, memoranda, letters and technical reports in English
- d. Respect and apply communication protocols in the workplace and the community
- e. Communicate using appropriate email etiquette
- f. Interpret the meaning of local expressions and jargon
- g. Use technical vocabulary and terminology in verbal and written communications
- h. Select and use the most appropriate communication style when dealing with clients, colleagues, superiors and subordinates

### **2. Knowledge and application of codes, standards and practices**

- a. Identify general workplace safety standards and practices
- b. Select and use appropriate safety equipment and clothing
- c. Select and use personal safety protection products, supplies and services
- d. Understand and apply discipline or industry-specific codes and standards
- e. Interpret and apply regional or municipal variations to codes
- f. Explain the key feature of the legal system and laws relevant to your work
- g. Describe various regulatory and safety authorities with jurisdiction in your field of work

### **3. Adapting to the Canadian business culture**

- a. Adjust to seasonal and varied work schedules
- b. Understand and work with a wide range of personnel in engineering and other teams
- c. Show willingness to make decisions within the scope of your capabilities and responsibility
- d. Demonstrate ability to work responsibly with a minimum of supervision
- e. Recognize and adjust to working in a cost-competitive work environment
- f. Analyze the impact of working in a union environment
- g. Recognize environmentally harmful practices and use mitigation strategies
- h. Develop and apply a personal and professional code of ethics
- i. Understand and respect equal rights of employees regardless of gender, age, colour, culture or faith.

### **4. Personal attributes**

- a. Be punctual and dependable
- b. Demonstrate willingness to learn
- c. Receive constructive comments and feedback
- d. Convey self-confidence and willingness to accept new tasks and conditions

- e. Conduct yourself in a polite, proper and professional manner
- f. Accept responsibility for your work or actions
- g. Adapt to working in various project teams
- h. Manage your time effectively
- i. Be respectful of the status of your job within the organization and the community
- j. Avoid having an attitude of entitlement or superiority
- k. Demonstrate a spirit of volunteerism
- l. Exhibit personal traits such as humility, loyalty, flexibility, accountability and reliability

**5. Social, cultural and community integration**

- a. Recognize and adapt to a multicultural environment
- b. Comply with immigration Canada requirements for permanent residency and citizenship
- c. Describe various local and national climate conditions
- d. Select and wear climate-appropriate clothing
- e. Describe the main geographic features including distances between major cities
- f. Be respectful of the rights of First Nations people
- g. Accept the need for travel and mobility for work opportunities and needs
- h. Describe the demographics of your community
- i. Identify various groups and the social hierarchy in the workplace and community
- j. Identify and access social and cultural resources and services in your community
- k. Be cognizant of various religious and cultural beliefs and practices
- l. Comply with and participate in developing good neighbor etiquette



### **Appendix 3: Hierarchy of Work Experience Levels**

1. Applies technical or trade skills under close supervision or as part of a working team. Performs routine technical procedures and makes few independent decisions.
2. Performs routine technical procedures with occasional direct supervision. Assumes limited responsibility for decisions. Generally requires a minimum of six months work experience to achieve this level.
3. Performs technical tasks and solves problems based on the principles of applied science technology. Makes some decisions and assumes responsibility for those decisions. Requires limited direct supervision. Generally requires a minimum of two years work experience to achieve this level.
4. Works in complex technological areas without routine direction. May require knowledge in more than one area of technology. Receives broad task objectives from superiors, responsible for significant technical decisions, may train other technical or business professionals. Generally requires a minimum of three years work experience.
5. Occupies a senior position requiring a technical background. May act as a manager and/or consultant and be regarded as a technical expert in his/her field. Independently conceives programs and defines problems to be studied or departmental objectives to be attained. Participates in the development of operating policies and/or corporate objectives. Generally requires a minimum of six years relevant work experience. Involved in long range planning of the organization.
6. Supervises the work of a team of professionals, ultimately responsible for projects; and/or an executive fulfilling a senior management role in significant technological undertakings. Generally requires a minimum of nine years relevant work experience.

## **Appendix 4: ASTTBC Retirement Policy**

A Retired ASTTBC Member is permitted to volunteer, without remuneration, as a mentor or trainer in the field of engineering and applied science technology or carrying out no more than 100 hours of work per year for compensation. In all activities the 'Retired' Member must abide by the ASTT Act & Regulations and ASTTBC Council policies (including Code of Ethics and Continuing Professional Development requirements) regarding practice guidelines, standards and processes.

A 'Retired' Member is defined as a Member or in good standing with ASTTBC, who has reached the age of 55 or older, and has decided to become non-practicing or provide limited works and services per Council approved policy for 'Retired' status.

A Retired Member will be shown on the ASTTBC Register as having Retired status. The Retired member is not required to show Retired after their certified designation. Retired members are required to inform potential clients or employers of their practice limitations.

This policy will be administered by the ASTTBC Registrar, upon the request by the member for Retired status and upon receipt of the completed Retirement affidavit that affirms the retiring member understands the limits of practice and conditions for the change of classification to Retired.

The Registrar will report to the change in status to the appropriate Certification Board and make the required changes to the register and ASTTBC records.

If the member was insured for errors and omissions insurance prior to Retirement, the Registrar will inform the ASTTBC insurance provider of the member's change in classification.

## **Appendix 5: ASTTBC Disciplines and Profiles**

AScT and CTech classifications are available in the following disciplines.

1. Biological Sciences
2. Biomedical Engineering
3. Building
4. Chemical
5. Civil
6. Electrical
7. Electronics
8. Environmental
9. Forest Engineering
10. Gas and Petroleum.
11. Geomatics
12. Industrial
13. Information
14. Instrumentation
15. Mechanical
16. Metallurgical
17. Mining

### **Profiles**

The profiles of a Technologist or Technician are substantially in accordance with national definitions used by Technology Professionals Canada (TPC), the Canadian Council of Technicians and Technologists (CCTT) and Technology Registrations Canada (TRC). The ASTTBC Council shall from time-to-time approve definitions recommended by the BoE.

### **Applied Science Technologist (AScT)**

An AScT is a technically qualified person capable of assuming and exercising independent judgment to develop and manage technology. The technologist does this by reason of his/her education, training and experience in the application of known principles of science and mathematics.

The qualified person is a graduate of an accredited post-secondary education diploma program, or equivalent and has completed two or more years of progressive experience in an area of work directly related to the program. The curriculum followed by an Applied Science Technologist is based upon a core of applied sciences that he/she will use in solving technical problems or managing technology. The curriculum includes the fundamentals of science applicable to a

particular discipline or specialty of technology. The theoretical portions of the technical curriculum are reinforced by laboratory experiments, exercises and fieldwork.

Applied Science Technologists may carry out a wide range of complex work either on his/her own or under general direction in fields such as engineering, architecture, surveying, forestry, bioscience, allied health, and resource or systems management. Typical activities of a technologist include designing, estimating, quality control, inspection, diagnostic evaluation, supervision, management, technical sales, and teaching technology-related subjects. Such activities may be carried out in association with other professionals.

The Applied Science Technologist uses an applied approach based on a comprehensive understanding of a specific technology. He/she evaluates assignments, determines procedures and implements solutions. He/she schedules work to meet objectives and participates in short and long-range planning. He/she may become involved in developing and promoting conceptual change. He/she may assume managerial or administrative responsibility. He/she may supervise and coordinate a diverse working group and train less experienced technical and professional staff.

An Applied Science Technologist will assume responsibility for his/her work and is at all times bound by the ASTTBC Code of Ethics and Practice Guidelines. Certified and registered applied science technologists are recognized by the designation AScT.

### **Certified Technician (CTech)**

A CTech is a technically qualified person capable of carrying out responsible and varied technical tasks in a specialized portion of the field of applied science technology. By virtue of his/her educational qualifications, training and experience, a technician is often assigned responsibility for aspects of work within this specialized portion of the field of training. He/she is a graduate of an accredited post-secondary certificate program, or equivalent and has completed two or more years of satisfactory, practical experience in an area of work directly related to the program.

The curriculum followed by a certified technician is based upon a core of applied mathematics and science fundamentals essential to his/her discipline. The theoretical portion of the certificate program is suitably reinforced by laboratory and project experience amounting to approximately one half of the total program.

The Certified Technician generally uses a practical approach based upon a detailed understanding of standard methods and techniques in solving technical problems. He/she works under general supervision in fields such as engineering, building, surveying, forestry, bio-sciences, allied health and resource or systems management. Typical activities include testing, trouble-shooting, inspecting, calibrating, design drafting, quality control, maintenance, modeling,

data compilation, estimating, sales, surveying and field supervision. The Certified Technician examines his/her assignments, objectives and instructions to select procedures and actions to resolve the assigned problem. While some duties of the technician may be similar to skilled crafts or trades-person, such activities would typically apply to sophisticated equipment or processes and be of a non-routine nature.

Many of the duties of the technician are similar to those of technologists and other professionals, but normally will be in a select area of specialization. The Certified Technician may, through long experience in the field, become recognized as a technical expert.

A certified technician assumes responsibility for his/her work and is at all times bound by the ASTTBC Code of Ethics and Practice Guidelines. Registered certified technicians are recognized by the designation CTech.

## **Appendix 6: Confidentiality Agreement**

This Confidentiality Agreement is to be signed by all members of the ASTTBC BoE and file Reviewers.

ASTTBC is a professional association with information on individuals that may be regulated under privacy legislation. Board information may involve access to information that may be restricted, confidential or highly sensitive. Therefore, conditions of being a board member are as follows:

All records, files, publications, minutes, documents, passwords, intellectual material and information created or used during the term on the Board, shall remain the property of ASTTBC. All computer software, forms, graphics or designs used or developed in conducting the affairs of ASTTBC shall remain the property of ASTTBC.

The undersigned Board member or designated person hereby acknowledges all such records will be held in strict confidence. In the event of termination, all such records or property outlined above will be delivered to the Registrar or designated representative.

It is also understood that discussions pertaining to Board activities and decisions are confidential and may never be disclosed to a third party other than to Officers and designated staff of ASTTBC, or if required under applicable legislation.

Board members are also required to have read and adhere to the ASTTBC policy on Bias.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix 7: Guidelines for Conducting Interviews**

An interview is required because the review of an application identified one or more gaps that the BoE considered could be further explained in person by the applicant.

### **Purpose of the Interview**

The interview is an opportunity for the applicant to describe their education, competencies or work experience to help the BoE address any gaps identified in the original application.

The interview panel will consist of three members: 1) A senior reviewer with extensive experience in the applicant's discipline – this person will lead the interview; 2) A second interviewer with experience in the applicant's discipline – this person will assist the senior interviewer; and 3) An ASTTBC staff person – this person will concentrate on ensuring that the interview process is fair and open, that ASTTBC's responsibilities as a certifying body are met, and that the interview is recorded electronically for the benefit of the applicant and ASTTBC.

The applicant will be advised of the names of the interviewers to ensure that there is no conflict of interest that might influence the course of the interview. If you have had any reason to believe you might be in a conflict of interest situation.

### **Location and Duration**

Interviews are held in person at ASTTBC's office. In situations where the applicant is unable to attend the interview at the ASTTBC office, electronic means such as teleconference, Skype or similar technology may be used.

It is very important that the interviewer's team meets prior to the interview to:

- review the results of the applicant's submission
- determine the information gaps in the application, the focus of the interview and the key questions to be asked
- determine who will lead the questioning and if certain questions will be allocated to the other panel member
- review the interview process, responsibilities and conduct as outlined in this document.

### **What the Applicant Should Bring**

The main purpose of the interview is to assess the applicant's work experience in relation to the information gaps identified in the submission review. The applicant has been encouraged to bring samples of their work that best illustrate their applied technical knowledge. These samples might be their own work or might demonstrate significant contributions they have made to projects. They could include plans, renderings, drawings, photographs, reports, calculations and

so on. The applicant has been encouraged to limit the samples to those representing two or three of their most technically challenging projects.

The samples are to be returned to the applicant at the end of the interview.

In those cases where original samples are not available, the applicant is encouraged to prepare some sketches from memory. There will also be a white board or flip chart available in the interview room for the applicant to make sketches to help illustrate their projects.

### **The Interview**

ASTTBC's goal is to provide the applicant with a friendly, relaxed experience. The applicant will be greeted by a staff member and introduced to the interview panel.

It is important to give the applicant an opportunity at the end of the interview to add anything they feel is important or that may have been missed by the panel. The senior reviewer then makes some closing remarks and advises the applicant on the next steps in the process.

### **Interview Outline**

1. Introduction by the ASTTBC staff person
2. Applicant provides overview of career and work experience
3. Questioning of applicant by panel
4. Closing remarks by senior reviewer and applicant.

### **Important Things to Remember**

1. Candidates must be treated in a fair, open and non-discriminatory manner without in any way compromising ASTTBC's responsibilities to make enquiries and judgments about the applicant's technical experience and capabilities.
2. ASTTBC and the panel must protect the interests of the applicant and their employer with regards to publications, inventions, discoveries, trade secrets, disclosures and any work that has monetary value.
3. The candidate will have been advised in writing of the names of the proposed panel members and will have signed a consent form, agreeing to be interviewed by the proposed panel and stating that there are no known conflicts of interest in terms of working relationships.
4. There should never be any discussion, no matter how unintentional, that relates to race, colour, ancestry, national origin, political belief, religion, marital status, family status, physical or mental disability, sex (including sexual harassment or pregnancy), sexual orientation, age and criminal or summary conviction, either before, during or after the interview.

### **What Happens Next?**



Following the interview, the panel members meet, typically for 15 minutes, to compare and consolidate its findings. The senior reviewer makes a recommendation regarding registration to the Board of Examiners.

Since the Board of Examiners makes the final decision, the panel is not able to – and should not – give the applicant an indication of its recommendation at the end of the interview.

However, if the panel feels, after reviewing its notes from the interview, that there are still information gaps, the senior reviewer will contact the applicant for additional information before making the panel's recommendation to the Board.

The Board of Examiners review process typically takes four to six weeks.

### **ASTTBC's Commitment to the Applicant**

ASTTBC is committed to providing the applicant with a friendly, professional and open interview experience. We welcome feedback from the applicant and the panel members at any time regarding the process and the support we provide.

## **Appendix 8: Guidelines for Preparing a Technical Report**

### **Introduction**

The following should assist you in the preparation of a Technical Report which you are required to submit as a condition for certification as an Applied Science Technologist. The report should have between 3,000 and 5,000 words in the body of the report and on a subject related to your program of study and/or area of employment and in your technology discipline.

Before submitting such a report, you should submit a one-page synopsis or abstract of your proposed report and also outline the intended method of dealing with the subject.

### **Subject of Report**

The report may be an account of a project or job in which the candidate was involved or a research paper disclosing a comprehensive study of some topic which would be related but not necessarily included in a typical course or program. The report should demonstrate technical and mathematical depth to the technologist level, so that the appropriate applied science fundamentals may be developed to show a clear indication that you understand your subject. The subject may be a design, a test, the selection of the development of a process or of a piece of equipment, or a very thorough investigation of the literature. The report should be error-free grammatically. The development of thought within the whole structure of the report should be logical.

### **Format of Report**

The report should contain reference to current technical literature to show an up-to-date and full understanding of the subject. Suitable illustrations, photographs, diagrams and tables should be included. It should be typed on one side of an 8 1/2" X 11" page, double spaced and properly bound. It must contain a title page and a declaration of authorship; table of contents; an abstract; a report body showing a logical development of thought from a brief summary through the introduction, basic concept or procedure to results and final conclusions. Calculations and supporting data should be included in appendices to the report. Statements of fact should be foot-noted to show the basis for the statement. A bibliography and list of acknowledgments of sources of information must be included.

### **Summary**

The Technical Report is considered to be the final requirement for registration as an Applied Science Technologist and is expected to demonstrate not only the ability to write a Technical Report, but the capacity to apply the knowledge a candidate has acquired. This bears a direct relationship to the degree of a technical appreciation, mathematical depth and report-writing expertise expected in the Technical Report. The Technical Report will not be considered until all other academic requirements have been fulfilled. Applicants may find it useful to consult some of the texts that have been published on report writing.

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# TECHNICAL REPORT LEADING TO REGISTRATION AS AN APPLIED SCIENCE TECHNOLOGIST

## DECLARATION OF AUTHORSHIP

THE FOLLOWING DECLARATION IS TO BE SIGNED BY THE CANDIDATE, AND COUNTERSIGNED BY A SPONSOR WHO SHOULD BE AN IMMEDIATE SUPERVISOR OR MANAGER OF THE CANDIDATE. SELF-EMPLOYED CANDIDATES WILL REQUIRE THE SIGNATURE OF A RECOGNIZED PROFESSIONAL. THIS DECLARATION OF AUTHORSHIP MUST BE SUBMITTED WITH YOUR TECHNICAL REPORT.

*I \_\_\_\_\_, hereby testify on my honour that the manuscript entitled \_\_\_\_\_ is my own composition and sent with this Declaration; further, that I have personal knowledge of the facts and conclusions set out therein, except where I have stated otherwise, and I agree to have the report judged on this basis.*

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SIGNATURE OF CANDIDATE

---

## SPONSOR'S DECLARATION

*I have taken all fair precautions necessary to enable me to assure the Board of Examiners of the Applied Science Technologist and Technicians of British Columbia that the above statement is true.*

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SIGNATURE OF SPONSOR

THE ABOVE DECLARATION DOES NOT PRECLUDE THE CANDIDATE FROM REFERRING TO BOOKS OR OFFICE FILES OR EVEN OBTAINING VERBAL INFORMATION TO SUPPLEMENT HIS OWN ON OCCASIONAL POINTS, BUT IT DOES NOT CONTEMPLATES SUCH A THING AS HIS TAKIONG SECOND-HAND INFORMATION BADLY OR SUBSTANTIALLY FROM THE PUBLICATIONS OF OTHER PERSONS AS A SUBSTITUTE FOR THE FIRST-HAND INFORMATION ON THE SUBJECT WHICH THE CANDIDATE DOES NOT POSSESS.

THIS DECLARATION WHEN SIGNED SHOULD BE BOUND IN THE REPORT AND MAY FOLLOW THE LETTER OFTRANSMITAL.